

**The City of South El Monte is  
accepting applications for  
the position of:**

## **FINANCE DIRECTOR**



**\$10,000 - \$12,155 per month  
(Depends on Qualifications)**

**POSITION OPEN UNTIL FILLED**



## **CITY OF SOUTH EL MONTE**

The City of South El Monte was incorporated on July 30, 1958. The City is a general law City, operates under a Council-Manager form of government, and is located in the heart of the San Gabriel Valley, just 7 miles east of Los Angeles.

The City of South El Monte boasts all comforts of urban life with a small-town feel. The City's 22,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 3.25 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

## **THE POSITION**

The City is looking to hire a team-oriented individual that is interested in joining a city that values individuality and creativity. The ideal candidate has a cooperative outlook with a can-do attitude, is self-motivated and has a proactive approach to problem solving. This candidate additionally is an "outside-of-the-box thinker", flexible, has the desire to work in a fast-paced environment, brings new, fresh and innovative ideas and is motivated to create change.

The Finance Director is an at-will position reporting to the City Manager. Under the direction of the City Manager, the Finance Director oversees the operations of the Finance Department, Information Technology (IT) oversight, and Human Resources and Risk Divisions.

The Finance Director, will direct and participate in the development and implementation of departmental goals, objectives, policies, procedures, and priorities; will establish appropriate systems, policies and procedures for effective operation of departmental functions to include but not limited to data processing, business licensing, central purchasing, and grant administration; direct the development and preparation of the City's annual budget; and performs related duties as required.

## **EXAMPLE OF DUTIES**

### **Duties may include, but are not limited to, the following:**

- Direct the fiscal management program of the City;
- Prepare the City's operating and capital budget as directed by the City Manager;
- Analyze cash flows to ensure the City can meet all budgetary and financial obligations;
- Evaluate the City's financial needs and recommend and implements solutions;
- Develop and recommend short- and long-term strategic fiscal plans for the City's financial goals;
- Supervise various accounting functions such as payroll, accounts payable/receivables, general ledger or journals, and purchases;
- Establish procedures and practices to ensure compliance with governmental accounting practices;
- Ensure accounting systems have necessary audit trails and security controls;
- Direct staff members, plans, prioritizes and assigns tasks and projects;
- Participate in the selection of, training, motivation, supervision and evaluation of assigned personnel;
- Prepare financial statements and reports; interpret laws, rules regulations and guidelines for financial procedures;
- Establish procedures for and supervise the billing and collecting of City license fees, prepare reports to federal and state agencies;
- Attend City Council meetings;
- Serve as City Treasurer;
- Oversee all Human Resources and Risk related tasks and projects;
- Provides oversight of City contract for information technology; and
- Performs other duties as requested by the City Manager.

## **EMPLOYMENT STANDARDS**

### **Knowledge and Abilities:**

- Extensive knowledge of municipal financial planning, accounting, and auditing;
- Interpreting and applying city, state, and federal policies, laws and regulations regarding human resource and risk administration;
- Ability to Research and prepare complex reports;
- Establish and maintain effective relationships with the City Council and other public officials;
- Plan, organize, and direct the work of assigned staff;
- Represent the City in a variety of meetings;
- Communicate clearly and concisely, both orally and in writing;
- Analyze unusual situations and resolve them through application of management principles and finance practices;
- Develop a comprehensive budget to meet future City needs/services; and
- Deal constructively with conflict and develop effective resolutions.

## **MINIMUM REQUIREMENTS**

### **Education and Experience**

A bachelor's degree in finance, accounting, economics, public or business administrations, or closely related field is required. A master's degree in finance, accounting, economics, public or business administration, or closely related field, is desirable. Five years of experience in fiscal management, municipal accounting, or closely related experience including at least two years of experience at a management or policy-making level with supervisory responsibility.

### **Licenses and Certifications**

Must possess at the time of employment and continuously throughout employment, a valid California Driver's License. Certification as a Certified Public Accountant (CPA) is highly desirable.

### **Physical Demands and Work Environment**

Requires vision (which may be corrected) to read small print. Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Performs lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job. May be subjected to inside and outside environmental conditions. May be required to use personal vehicle in the course of employment. Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings. May be required to work at a computer for prolonged periods. May be required to work evenings and weekends.

### **Essential Functions/A.D.A**

Ability to operate, computer office software, calculator, telephone, copying machine; ability to understand and respond to the public's and staff's requests for assistance both on the computer, phone, and in person; ability to prepare narrative reports, perform mathematical calculations, and sort/file documents.

### **Work Schedule**

A consistent schedule with hours of 7:00a.m. - 5:30p.m., Monday - Thursday. City Hall is closed on Fridays.

## **IMPORTANT NOTICES**

### **Position Status**

This position is designated as exempt under the provisions of the Fair Labor Standards Act.

### **Equal Opportunity Employer**

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

### **Legal Right to Work in the United States**

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

### **Selection Process**

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person or by mail to City Hall with attention to the Human Resources Division. Scanned applications may be submitted to [hr@soelmonte.org](mailto:hr@soelmonte.org). Scanned applications must contain an electronic signature or wet signature for acceptance. Resumes only will not be accepted. Faxed applications will not be accepted.

### **Reasonable Accommodations**

Applicants with disabilities must contact the Human Resources Division prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

## **Emergency Disaster Worker**

City of South El Monte employees are registered as an Emergency Disaster Worker and must take an oath. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

## **BENEFITS SUMMARY**

### **Health**

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

**Long Term Disability:** City pays full premium for all full-time employees.

**Term Life Insurance and AD & D Insurance:** City pays full premium for all full-time employees.

**Employee Assistance Program:** EAP services designed to help through life's challenges are available through Hartford.

### **Paid Leaves**

**Holidays:** 12 paid days per year

**Vacation:** Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6<sup>th</sup>) through the tenth (10<sup>th</sup>) years of service; twelve (12) hours per month (accrued at the rate of six (6) hours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11<sup>th</sup>) through fifteenth (15<sup>th</sup>) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16<sup>th</sup>) and following years of service.

**Administrative Leave:** 40 hours per fiscal year. Based on date of hire, prorated on an hourly basis for that fiscal year.

**Sick Leave:** Earned at a rate of 8 hours per month.

**Bereavement Leave:** 3 days per calendar year.

### **Retirement**

Participation in California Public Employees' Retirement System (CalPERS)

### **CalPERS Retirement Plans:**

➤ Effective 05/27/2012 - 2% @ 60 with a member rate of 7.0, applicable to local miscellaneous members- "Classic members", entering membership for the first time in the miscellaneous classification with the City.

➤ PEPPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.75.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

### **A "New Member" is defined as:**

➤ A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.

➤ A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Effective January 1, 2013, Public Employees' Pension Reform Act of 2013 (PEPPRA) prohibited employers from paying any portion of a "new member's" member contribution rate. All new members must pay 100% of total normal cost as employee contribution rate.

### **Deferred Compensation**

Two plans available; City contribution of \$300 per month.

\* The City also participates in the Social Security retirement system.

**The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.**



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